

Author Instructions

Oral (plenary) presentations:

Presentations of 15 minutes' maximum, with up to 5 minutes allocated for questions. Presenters can use the house style of their institution for slides and provide either a PPT or PDF file. Presentation files for attendees that take part via remote attendance need to be uploaded as PPT or PDF copy by December 6, 2021. This is to enable the session chairs to show the presentation slides via Zoom, in case there are technical issues preventing any authors to do so themselves. Only session chairs and co-chairs will have access to presentation files, and the files will be deleted after the conference.

Poster presentations:

Poster presentations require one page in landscape format (detail below), which will be shared by session chairs on the screen during the respective poster presentation. Every presenter will have 3-5 minutes to give a brief overview of their work, and 1-3 minutes for questions are available immediately after.

Posters need to be uploaded in PDF format (single page, no videos) by December 6, 2021. Posters will be made available online to all attendees on Sunday December 12, 2021, such that attendees have the opportunity to familiarize themselves with the content prior to the sessions. The poster needs to have the **paper session ID** (for example, 1A-15 for paper number 15 in session 1A) in the **top-right corner** for easy identification. Otherwise, presenters can use the house style of their institution, as long as the poster is in **landscape** format.

Remote participation:

All sessions are live-streamed via Zoom. Please download the Zoom client at <https://zoom.us/> and familiarize yourself with the software. Sessions will typically open 15-30 minutes before the start to allow session chairs and remote presenters to test their microphones and/or camera are working. All conference times are Pacific Time. Please use a time-zone converter to establish what local time the sessions start for you.

Basic Zoom etiquette:

Participants: In order to save bandwidth and to allow for smooth proceedings, remote participants will be muted and not be able to share their video-feed when logging in. After logging in, please confirm that you are muted and that your camera is disabled. If you have a question to a presenter, please use the chat functionality to bring attention to yourself. Session chairs will then address you and enable you to use your microphone to ask a question. Please start your question by stating your name and affiliation. In case you have no functioning microphone, you can also ask questions in the chat, which will then read out by the session chair. Questions can be written in the chat during the presentation, you do not need to wait for the presentation to end.

Presenters: If you are presenting in a session, please make yourself known to the chairs of your respective session via Zoom chat at least 15 minutes before the session start. For oral sessions presenters have the opportunity to share their screen. For poster presentation sessions, the chairs will show all posters and presenters will not be able to share their screen.

Conference Programme:

You can access the most recent version of the conference program online by logging into ConfTool: <https://www.conftool.pro/ceidp2021/index.php> and selecting the option "Browse Conference Agenda"